



PROCEDURES FOR PLAT RECORDATION

Signatures:

Submit the following:

1. Two mylars to be recorded (one for the Planning Department and one for the developer/ applicant).
2. The original executed dedication instrument together with the original field notes. The dedication instrument will then be forwarded to the Legal Department for approval as to form. The Planning Department will obtain all required signatures.
3. Digital drawing on CD of the plat on a current release of AutoCad DWG drawing format (recommended for large plats to facilitate addressing).*

Extra Territorial Jurisdiction Plats:

ETJ plats shall be submitted to the Bell County Commissioners Court for final approval prior to recordation. The recordation process is the same as for non-ETJ plats.

Tax Certification:

Prior to recordation The Bell County Tax Appraisal District will certify that there are no delinquent taxes due on the property described by the plat. The Tax Appraisal District may keep a plat 5 to 7 days depending on work load. The address is 411 East Central Avenue, Belton, Texas.

Recordation:

Once the tax certification has been obtained the plat is ready for filing at the Bell County Deed Records located at 1201 Huey Road, Belton, Texas. It is the applicant's responsibility to file the plat with Bell County.

After the plat and dedication instrument have been recorded the following will be submitted to the Planning Department:

1. One mylar with recordation information (cabinet & slide number)
2. The recorded dedication Instrument
3. 5 paper (hard) copies
4. One copy of any other recorded document(s), such as an easement agreement, etc., **MUST** be returned to the Planning Dept. Return original recorded agreement for an easement granted to the city.
5. Digital drawing on CD of the plat on a current release of AutoCad DWG drawing format (if not submitted prior to recordation).*

**Addressing of lots requires an estimated two weeks. Addresses will not be released before the plat has been recorded and submitted to the Planning Department.*